

# What to have with you...

**\*\* US Department of State will only accept passport fees in the form of a check or money order\*\***

## **Passport Fees** (Check or Money Order Only)

Age 16 and older                      Book: \$110.00                      Card: \$30.00

Age 15 and younger                      Book: \$80.00                      Card: \$15.00

**Clerk's Office Acceptance Fee: \$25.00** (Any form of payment accepted)

## **Passport Application**

- Passport Application Form DS-11 (completed but unsigned)
- Filled out using black ink only.

## **Proof of U.S. Citizenship** (Provide one of the following)

- Certified U.S. Birth Certificate
- Previous Passport
- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Consular Report of Birth Abroad or Certification of Birth

## **Proof of Identity** (Provide one of the following)

- Currently Valid Driver's License
- Government Employee ID
- Military ID
- Recently Issued Certificate of Naturalization
- For minors under 16 years of age, each child must appear in person and **both** parents or legal guardians must present evidence of relationship

## **Passport Photos** (this service **not** offered at Clerk's Office\*)

\* Passport Photos may be obtained from any business offering this service. Photos must meet specifications below.

- One passport photo
- Two inches by two inches (2"x2")
- Taken within the past six (6) months
- Color required
- Full-face, front view with plain white or off-white background
- Normal street attire

**Passports processed from 8:30 a.m. until 3:30 p.m.  
Monday through Friday. Closed Holidays & Weekends.**